

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR  
RELATIONS & EMPLOYEE SERVICES COMMITTEE  
January 8, 2018  
Minutes**

**Committee members present:** Chairman Dave Hintz, Robb Jensen, Ted Cushing, Bob Mott and Billy Fried.

**Call to order:** Chairman Hintz called the meeting to order at 9:30 a.m. in Committee Room Two of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

**Approve agenda:** Motion by Cushing/Mott to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

**Approve minutes:** Motion by Jensen/Mott to approve the minutes of 12/11/2017. All aye; motion carried.

**Out-of-state/out-of-county travel request(s)**

- a. **Finance – Darcy Smith – 4/19/2018 – 4/20/2018 WGFOA Spring Conference in Green Bay “Budgeting and Ethics”** – Smith explained the conference and stated that it is within her budget.
- b. **Finance – Darcy Smith – 2/8/2018 Iron Mountain, MI Schenck Training “Essentials for an Efficient Government”** – Smith stated that the training is offered by Schenck and this is an educational training.  
Motion by Jensen/Mott to approve Darcy's request to go to the Spring Conference in Green Bay and to attend the Essentials for an Efficient Government in Iron Mountain, MI. All aye; motion carried.
- c. **Health Department – Linda Conlon – 1/29/2018 – 2/1/2018 Public Health Accreditation Think Tank** – Motion by Jensen/Mott to approve Linda Conlon travel to the Public Health Accreditation Think Tank. All aye; motion carried.

**Preparation of Legislative and Congressional Redistricting Plans Resolution** – Mott stated that he was asked to bring this forward by the Wisconsin League of Women's Voters. Mott explained the resolution and stated that he would like this brought forward at the March County Board Meeting. He will bring this back to Administration in March.

**Update to County Code Section 1.30 – Public Records** – Desmond stated that a few departments have looked at the County Code public retention schedule and have requested updates. Desmond presented the committee with an updated County Records Retention Schedule. Discussion regarding the County Code and records retention. The committee would like this discussed by the Department Heads and recommendations made before it is brought back to the committee.

**Oneida/Vilas County Transit Commission Update** – Hintz stated that this is a follow-up to last month's discussion regarding the Transit Commission. Mott stated that he has met with a number of people during the past month to come up with a plan for fiscal control. Joel Gottstacker and Maria Cox from the Oneida County Department of Aging will work with the Transit Office Manager to setup a set of guidelines and procedures to be used by the Transit

Commission in regard to fiscal control. Fried expressed concerns that Jim Altenburg has not been present for the last two meetings with the Administration Committee and that there hasn't been a meeting with the private business owners. Teichmiller stated that Altenburg has been instructed to meet with the private businesses within the next month. Discussion regarding the County Employees that will be working with the transit commission, the funding provided to the transit commission from the County and the number of rides that are provided. Teichmiller stated that they plan to bring a request to Oneida and Vilas Counties for assistance with purchasing three new buses (\$75,000 each). Teichmiller requested that Oneida County provide half (\$112,500) of the total cost of the purchase price of \$225,000 and he will ask Vilas County to provide the same. Jensen expressed concern with the profitability of the current model and whether the grants that have been received are being used in the most efficient manner possible. Discussion regarding funding for the three new buses, County contribution and the confusion surrounding the three buses (ownership, funding, insurance, etc). This will be brought back before the Committee next month with more information regarding the business model, the funds needed and the purchase of the buses.

Public Comment: Carrie Linzmeier, owner Stargazer Limousine, Stargazer Ride Service and Northwoods Mobility, stated that in regards to cash flow the commission may need to look at increasing their fees. Linzmeier stated they had a robust private pay business regarding wheelchairs that has all but disappeared, however, in recent months when the Transit Commission closed they are now getting business from the hospitals again. Rich Linzmeier stated that they worked with the Transit Commission and helped them set up their business model.

10:57 a.m. - Cushing excused

#### **Vouchers, reports, purchase orders, line item transfers and updates:**

County Clerk

- Motion by Fried/Jensen to approve the County Clerk vouchers and blanket purchase orders as presented. All aye; motion carried.
- 2018 Blanket Purchase Orders – Moved to February

ITS

- Motion by Cushing/Mott to approve the ITS vouchers and blanket purchase orders as presented by ITS. All aye; motion carried.
- IT Planning update – Flint gave a planning update.

Treasurer

- Ostermann stated that she has a line item transfer for money to come from contingency to her budget for a service agreement for a cash counting machine. Motion by Hintz/Mott to approve the line item transfer contingent upon further research to see if a bank will purchase a machine for the County. All aye; motion carried.
- Ostermann presented and explained her vouchers. Motion by Mott/Jensen to approve the vouchers for the Treasurer's office. All aye; motion carried.
- Statement(s) of cash – December: Ostermann presented and explained the December statement of cash reports.

## Finance

- Smith presented and explained finance vouchers. Motion by Jensen/Mott to approve the vouchers and blanket purchase orders as presented. All aye; motion carried.
- General Investments Report – December – Smith presented the December investment report. Discussion regarding the general investment report.
- Review of 2017 Contingency Budget – Smith explained the contingency budget and gave an update on how things look. Smith stated that there are two items currently still out that could affect the contingency budget. She is waiting for a final number from the Marshfield Clinic appeal and overages from departments.
- 2018 Blanket Purchase Orders – Smith explained the 2018 blanket purchase order list. Motion by Jensen/Fried to approve the 2018 blanket purchase orders as presented by the Finance department. All aye; motion carried.
- It is anticipated that a motion will be made, seconded and approved by roll call vote to enter into closed session pursuant to Section 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility, Topic: Finance Director's Performance Evaluation. Goals: set goals for 2018 AND It is anticipated that the Committee will return to open session by roll call vote to consider the remainder of the meeting agenda. Motion by Jensen/Mott to go into closed session at 11:45 a.m. Jensen, aye; Hintz, aye; Fried, aye; Mott, aye. Motion carried.
- Motion by Fried/Mott to return to open session at 12:18. Jensen, aye; Hintz, aye; Fried, aye; Mott, aye. Motion carried.
- Announcement of action taken in closed session, if such announcement will not undermine the need for the closed session – Hintz stated that while in closed session there was a motion made, seconded and approved to accept the 2018 goals of the Finance Director and her evaluation.

**Public comment/communications:** None

**Dates and items for future agenda/meetings:** The next administration committee meeting will be held on February 12, 2018 at 9:30 a.m. Future topics: Transit Commission, Invite WCA representative.

## Adjourn

Motion Jensen/Mott to adjourn at 12:23 p.m. All aye; motion carried.

Respectfully submitted,

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Tracy Hartman  
Oneida County Clerk

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David Hintz, Chair